

Period Covered: Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010123-6

Date Prepared: 30 January 1963

	Documents	Line Items	
REQUISITIONS PREPARED (Form 88)	<u>212</u>	<u>453</u>	
REQUESTS FOR SUPPLIES FROM INDIVIDUALS (Form 1490)			
(mail and tube)			
Processed	<u>*</u>	<u> </u>	
Back Ordered	<u> </u>	<u> </u>	ILLEGIB
REQUESTS FOR SUPPLIES FROM SUPPLY ROOMS (Form 1490)			
(counter)			
Processed	<u>4581</u>	<u>14,399</u>	
Back Ordered	<u> </u>	<u>578</u>	ILLEGIB
GSA REQUISITIONS PREPARED (Form 1458)	<u>*</u>	<u> </u>	
MOVE REQUESTS (form 17)			
Carried Forward	<u>420</u>	<u> </u>	
Received	<u>1361</u>	<u> </u>	
Processed	<u>1563</u>	<u> </u>	ILLEGIB
Pending	<u>218</u>	<u> </u>	
TYPEWRITER REPAIR REQUESTS	<u>118</u>	<u> </u>	
FURNITURE REPAIR REQUESTS	<u>19</u>	<u> </u>	
ELECTRIC OFFICE MACHINE REPAIRS	<u>597</u>	<u> </u>	
RECEIVING DOCUMENTS PROCESSED			
Form 88 * Figures not available for	<u>*</u>	<u> </u>	
Form 1458 report; to be included in	<u> </u>	<u> </u>	
Form 17 next months report	<u> </u>	<u> </u>	
OPERATIONAL SUPPLY ROOM			
PTI (Form 1707)	<u>19</u>	<u>57</u>	
Form 88 Requisitions, Loans	<u>9</u>	<u>13</u>	

PERSONNEL

Present

Sick Leave 390

Annual Leave 312

Emergency Leave

Number of Men

Cost per hour

Funds Remaining

MT